

DRAFT: GUIDELINES FOR COMPLETING HCD FORMS

These guidelines were written to help individuals complete the Department of Housing and Community Development's (HCD) Redevelopment Agency Annual Reporting Schedules (Schedules A-E). They include the instructions included on various Schedules and provide additional explanatory information for other Schedules, questions, and common definitions of terms and categories contained on Schedules D's.

Unless otherwise specified, all references to statutes/code sections pertain to the Health and Safety Code: See the full text of the statute for complete details and requirements.

If you have questions or wish to make any suggestions to these guidelines or to HCD Schedules, please contact Glen Campora [(gcampora@hcd.ca.gov) (916) 327-2640] or Tim Cromartie [(tcromart@hcd.ca.gov) (916) 324-9629]. After receiving comments and finalizing these guidelines, HCD anticipates that the instructions currently provided on HCD Schedules will be eliminated to substantially shorten forms for future reporting.

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Schedule A

Project Area Activity

General Information

- 1a. Identify the year that the redevelopment plan for the project area was adopted by the agency's legislative body. Also specify the expiration date for the current redevelopment plan.
 - 1b. Identify any change in the name or number of the project.
 - 1c. If any project areas have been merged, identify each by original name or number and provide the year that the merge occurred.
 - 1d. If any real property has been added or removed from the project area for any reason, identify the year that the addition or removal occurred.
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2. Note on Health and Safety Code section 33413 - Replacement and Affordable Units
For applicable project areas, Section 33413 requires that any low- and moderate-income dwelling units destroyed or removed from the housing market, as part of a redevelopment project, be replaced within four years. . Replacement can occur by rehabilitation, development or construction of low- or moderate-income dwelling units having an equal number of bedrooms as those destroyed or removed. For units destroyed or removed after September 1, 1989, 75% of the units replacing them must be available at the same income level as the persons displaced from the units destroyed or removed.

Note on coverage of this statute: Section 33413 applies to:

- Redevelopment projects for which a final redevelopment plan was adopted on or after January 1, 1976;
- geographic areas added to a project area by amendment to a final redevelopment plan adopted on or after January 1, 1976;
- Any redevelopment project in which low-and moderate-income housing units were destroyed or removed on or after January 1, 1996;
- Any redevelopment project area adopted prior to 1976 that a redevelopment agency chooses.

Please indicate the date and scope of the adopted resolution for this project area.

Project Area Low and Moderate Income Housing Fund (LMIHF) Revenues and Other Sources

- 3a(1). List the full amount of the tax increment (100% of the Gross). Section 33672.5 was revised by Assembly Bill 634 (Chapter 442, Statutes of 1999) to require the county, if requested by the agency, to specify the gross amount of tax-increment revenue allocated to the redevelopment agency and any payments to other taxing agencies on or before November 30 of each year.
- 3a(2). Calculate the minimum deposit (20%) required by law based on gross tax increment.
- 3a(3). Identify the actual amount of Tax Increment allocated to the Housing Fund.

Notes:

- (1) If the amount allocated is less than the 20% figure listed on line 3(a)2, please explain why, and list any other project areas contributing toward the difference. Health and Safety Code section 33334.3(i) allows agencies to allocate less than 20% of the tax increment, if the difference between the amount allocated and the required 20% is, instead allocated from other project areas in the same fiscal year. Please see full text of Section 33334.3(i) for complete details and requirements.
- (2) Agencies utilizing a Debt Service Fund should report the transfer of tax increment to the LMIHF based on the LMIHF's share of the gross tax increment and report the LMIHF's share of debt service on Schedule C, Line 4c.
- 3(a)4. List the amount of tax increment exempted. Section 33334.2(a) allows redevelopment agencies to exempt part or all of the minimum 20% deposit upon one of three findings made annually by resolution of the legislative body. Such findings must be sent to HCD within ten (10) days. If claiming an exemption, you must specify in Line 4 which of the three allowable findings apply. (Refer to Line 4 for specific information pursuant to each finding).
- 3(a)5. List the amount of tax increment deferred (as allowed by section 33334.6(d) upon an Agency finding and resolution that is required to be submitted to HCD within ten (10) days). Also complete Line 5.

Section 33334.6(d) allows redevelopment agencies to deposit less than the required 20% of the tax increment into the Low and Moderate Income Housing Fund (LMIHF), if the amount not deposited is necessary to make payments under existing obligations. Such obligations include principal and interest on loans, monies advanced to a redevelopment project, and indebtedness incurred by the agency to finance or refinance a redevelopment project. The redevelopment project for which the funds have been deferred must have existed on or been

created before January 1, 1986 in order to qualify as an existing obligation [see Section 33334.6(d)].

3(a)6. List the amount of tax increment actually deposited.

Note: SCO lines refer to Column C of the Income Statement of the State Controller's (SCO) Annual Report of Financial Transactions of Community Redevelopment Agencies.

3b. List any Interest Income (SCO Line 5)

3c. List any Rental/Lease Income (SCO Lines 6 + Line 7)

3d. List any amounts from Sale of Real Estate (SCO Line 8)

3e. List any Grants (SCO Line 9 + Line 10)

3f. List any Bond Administrative Fees (SCO Line 11)

3g. List any Deferral repayments [also report repayments on Schedule A, Line 5(c)]

3h. List any Loan Repayments

3i. List any Debt Proceeds (SCO, Line 39)

3j. List any Other Revenue accruing to the Agency during the reporting year (includes any income related to agency-assisted housing located outside the project area, if the project area is named as beneficiary in the authorizing resolution).

3k. Total Housing Fund Deposits for this Project Area
(add Lines 3(a)6 through 3j)

Exemptions

4. Section 33334.2(a) allows redevelopment agencies to exempt part or all of the minimum 20% deposit upon one of three findings made annually by resolution of the legislative body. Agencies are required to send a copy of the finding, and any factual information supporting it, including factual information in the housing element, to the Department of Housing and Community Development within 10 days of the date of the finding [section 33334.2(b)].

For the reporting year, specify the Resolution # and the date it was sent to HCD.

“Exemption” refers to the amount entered on Schedule A Line 3(a)4. Check only one of the allowable exemptions listed below:

- _____ Section 33334.2(a)(1): A need no longer exists in the community to increase/improve supply of low or moderate-income housing.
- _____ Section 33334.2(a)(2): An amount less than the required 20% set-aside of gross tax increment is sufficient to meet the community’s need.
- _____ Section 33334.2(a)(3): The community is making substantial effort equivalent in value to the otherwise required minimum 20% set-aside and has specific contractual obligations incurred before May 1, 1991 that necessitates continuing to exempt funds from deposit into the housing fund.

NOTE:

The authority for claiming an exemption pursuant to subsection 33334.2(a)(3) expired on June 30, 1993. An exception is granted for contracts entered into before May 1, 1991 that imposed on the redevelopment agency obligations to bondholders or private entities. In order for the exemption to be valid, such contracts must have been entered into in reliance on the provisions of section 33334.2(a)(3)(C) in order to provide sufficient revenues to pay off indebtedness.

Specify the month, day, and year the initial finding was adopted and for the reporting year the resolution # and date it was sent to HCD.

Note: If you are using another code section to support your claim of exemption, check “Other” below Line 4a. on Schedule A and specify the code section and reason.

Deferrals

- 5a. If, on Line 3(a)(5), you are deferring any portion of the required minimum 20% set-aside, indicate (by checking the box) whether section 33334.6(d) applies or check the “Other” box and specify the code section and reason the Agency believes is applicable.

Section 33334.6(d): Project was approved before 1986 and tax increments are needed to meet existing obligations.

Note: With specific restrictions, the deferral allowed by Section 33334.6(e) was only allowable in each fiscal year prior to July 1, 1996 and has expired.

- 5b. Specify the date the current year finding was adopted (month, day, year) the resolution # and date the resolution was sent to HCD.
- 5c. A deferred set-aside pursuant to Section 33334.6(d) constitutes an indebtedness to the Housing Fund equal to the amount of the set-aside being deferred. Complete the small chart at Line 5c. on the reporting form requiring the agency to disclose, for the current, and prior fiscal year, the following:
- 1) The amount deferred for the reporting year
 - 2) The amount of prior year deferrals repaid during the current reporting period
 - 3) The cumulative amount deferred (Total deferrals - repayments)

Note: The cumulative amount should be included with the amount shown on Line 6b. of HCD's Schedule C. Verify that the Fiscal Year 1998-99 project area cumulative deferrals agree with the amount reported on the last HCD report. Identify and explain any difference in the amounts.

- 5d. Section 33334.6(g) requires any agency which defers set-asides to adopt a plan to eliminate the deficit in subsequent years. In the event your agency has deferred set-asides, complete the following:
- specify whether your agency has adopted a plan to eliminate the deficit.
 - If such a plan has been adopted, on what date will the deficit be eliminated?
 - When was the original plan adopted for the claimed deferral?

Identify the Resolution # of the plan and specify the date on which the Resolution was sent to HCD.

- Provide the date on which the last amended plan was adopted for the claimed deferral.
- Identify the Resolution # of the amended plan and the date on which the Resolution was sent to HCD

Housing Units Lost and Households Displaced

- 6a. Reporting of Units Lost as a Result of Redevelopment Activity

Health and Safety Code sections 33080.4(a)(1) and 33080.4(a)(3) require agencies to report, by income category and in some cases by elderly and nonelderly, the following:

- number of dwelling units and bedrooms destroyed or removed from the project area as a result of redevelopment activities
- number of above moderate income units or bedrooms which the agency is not required to replace

- income category and type of households permanently displaced from the project area during the fiscal year.

Complete this information for the various income levels using the chart on Line 6a.

6b. Reporting of Units Permanently Displaced

Health and Safety Code sections 33080.4(a)(1) and (a)(3) require agencies to report the number of households permanently displaced as a result of redevelopment activities, other than the destruction or removal of dwelling units and bedrooms from this project area; and the income category and type of each household displaced from the project area during the reporting year.

- 6c. Identify the adoption date of the plan and name of the agency custodian for each replacement housing plan adopted in response to permanent displacement, destruction or removal of dwelling units or bedrooms during the reporting year, and listed on Lines 6a. and 6b. *Attach a separate sheet of paper listing any additional housing plans adopted.*
- 7a. Health and Safety Code section 33080.4(a)(2) requires agencies to estimate the number and type of households, by income category, to be permanently displaced from this project area during the next reporting period. Complete this information using the chart at Line 7a.
- 7b. For the next reporting period, identify each replacement housing plan adopted that is related to permanent displacement, destruction or removal of dwelling units or bedrooms, and identified at Line 7a. As at Line 6c., above, identify the date of adoption and name of the agency custodian. *Attach a separate sheet of paper listing any additional housing plans adopted.*
8. Health and Safety Code section 33413(b)(2)(A)(v) allows agencies to choose one or more project areas to fulfill another project area's requirement to construct new or substantially rehabilitate dwelling units, provided the agency conducts a public hearing and finds, based on substantial evidence, that the aggregation of dwelling units in one or more project areas will not cause or exacerbate racial, ethnic, or economic segregation.

If another project area's units were developed in this project area, specify whether the agency conducted a public hearing and made appropriate findings. Provide the date of adopted findings, the resolution number, and the date the resolution was sent to HCD. Also, specify on the chart at Line 8 the other project area's number of units (by income category) that were fulfilled in this project area.

9. **Sales of Owner-Occupied Units Prior to the Expiration of Land Use Controls**

Section 33413(c)(2)(A) provides that pursuant to an adopted program, including an equity sharing program, agencies may permit the sale of owner-occupied units prior to the expiration of the land use controls established by the agency.

Agencies must deposit sale proceeds into the Low and Moderate Income Housing Fund (LMIHF) within 3 years from the date of the sale and expend funds to make affordable an equal number of units at the same income level as the units sold.

- 9a. Indicate whether the agency allowed the sale of any owner-occupied units during the reporting period. If it did, specify Total Proceeds of Sales required to be deposited, and the number of units sold for the income categories listed in the chart at Line 9a.
- 9b. Indicate whether the agency expended funds in the reporting year to make affordable an equal number of units sold over the last 3 years. If it did, indicate in the chart at Line 9b. the Total LMIHF Funds expended, and the number of units made affordable (by income category) listed.

10. **Number of Units to be Constructed Within the Next Two Years**

Health and Safety Code section 33080.4(a)(10) requires agencies to report the number of very low, low, and moderate income units financed by any federal, state, local, or private source to be constructed inside the project area, within the next two years, pursuant to an executed contract or agreement. Provide this information by completing the chart at Line 10. Also include the estimated completion dates of the units. If applicable, specify the amount of funds reported on Schedule C [Lines 8(b)(3) and 8(b)(3)(a)] that have been encumbered and/or designated (for future encumbrance/expenditure) for the future construction activity identified. *Attach a separate sheet of paper listing any additional housing plans adopted.*

Note: Do not report any units shown on HCD Schedule B or Schedule D.

Schedule B

Activity Outside the Project Area

Housing Units Lost and Households Displaced

1a. Reporting of Units Lost as a Result of Redevelopment Activity

Health and Safety Code sections 33080.4(a)(1) and (a)(3) require agencies to report, by income category and in some cases by elderly and nonelderly, the:

- number of dwelling units and bedrooms destroyed or removed from the project area as a result of redevelopment activities
- number of above moderate units or bedrooms which the agency is not required to replace
- income category and type of households permanently displaced from the project area during the reporting year.

Complete this information for the various income levels using the chart on Line 1a.

1b. Reporting of Units Permanently Displaced

Health and Safety Code sections 33080.4(a)(1) and (a)(3) require agencies to report the number of households permanently displaced as a result of redevelopment activities, other than the destruction or removal of dwelling units and bedrooms from this project area; and the income category and type of each household displaced from the project area during the reporting year.

1c. For each replacement housing plan adopted in response to permanent displacement, destruction or removal of dwelling units or bedrooms during the reporting year, and listed on Lines 1a. and 1b., identify the adoption date of the plan and name of the agency custodian. *Attach a separate sheet of paper listing any additional housing plans adopted.*

2a. Health and Safety Code section 33080.4(a)(2) requires agencies to estimate the number and type of households, by income category, to be permanently displaced from this project area during the next reporting period. Complete this information using the chart at Line 2a.

2b. For the next reporting period, identify each replacement housing plan adopted that is related to permanent displacement, destruction or removal of dwelling units or bedrooms, and identified at Line 2a. As at Line 1c., above, identify the date of adoption and name of the agency custodian. *Attach a separate sheet of paper listing any additional housing plans adopted.*

3. **Sales of Owner-Occupied Units Prior to the Expiration of Land Use Controls**

Section 33413(c)(2)(A) provides that pursuant to an adopted program, including an equity sharing program, agencies may permit the sale of owner-occupied units prior to the expiration of the land use controls established by the agency.

Agencies must deposit sale proceeds into the Low and Moderate Income Housing Fund (LMIHF) within 3 years from the date of the sale and expend funds to make affordable an equal number of units at the same income level as the units sold.

3a. Indicate whether the agency allowed the sale of any owner-occupied units during the reporting period. If it did, specify Total Proceeds of Sales required to be deposited, and the number of units sold for the income categories listed in the chart at Line 3a.

3b. Indicate whether the agency expended funds in the reporting year to make affordable an equal number of units sold over the last 3 years. If it did, indicate in the chart at Line 3b the Total LMIHF Funds expended, and the number of units made affordable (by income category) listed.

4. **Number of Units to be Constructed Within the Next Two Years.**

Health and Safety Code section 33080.4(a)(10) requires agencies to report the number of very low, low, and moderate income units financed by any federal, state, local, or private source to be constructed inside the project area, within the next two years, pursuant to an executed contract or agreement. Provide this information by completing the chart at Line

4. Also include the estimated completion dates of the units. If applicable, specify the amount of funds reported on Schedule C [Lines 8(b)(3) and 8(b)(3)(a)] that have been encumbered and/or designated (for future encumbrance/expenditure) for the future construction activity identified. *Attach a separate sheet of paper listing any additional housing plans adopted.*

Schedule C

Agency-Wide Activity

Low and Moderate Income Housing Funds

Schedule C is used to report the status and use of a redevelopment agency's Low and Moderate Income Housing Fund (LMIHF). Most of the financial information to be reported on HCD's Schedule C Reporting Form is also reported on the Income Statement of the State Controller's Office (SCO) forms used to submit the agency's Annual Report of Financial Transactions.

When applicable, use <\$> for negative amounts or amounts to be subtracted.

1. Beginning Balance

List your agency's Beginning Balance (see Line 4, "Net Resources Available" from last year's Schedule C).

1a. In the event the Beginning Balance requires adjustment, identify the reason for, and amount of, each adjustment in the space provided. *If the space provided is not sufficient, attach a sheet of paper listing additional adjustments.*

1b. Report the total amount of all adjustments. If the total adjustment amounts to a negative number, be sure to indicate a negative sum by surrounding the number with <negative> symbols.

1c. List the Adjusted Beginning Balance (Beginning Balance plus or minus total adjustments)

2. Project Area(s) Receipts and Agency Other Revenues

2a. List the total Housing Fund Deposits made in the reporting year for all Project Areas (sum of all Schedule A, Line 3k entries).

2b. Other Revenues not reported on any Schedule A. For each individual pool of revenue, indicate the source and amount. *If the space provided is not sufficient, attach a sheet of paper listing additional pools of revenue and sources.*

2c. Report the agency total of Other Revenues (the sum of all revenues listed on Line 2b.)

3. Calculate Total Resources Available to the redevelopment agency.
(Line 1c. + Line 2a. + Line 2c.)

NOTE:

References to amounts that can be taken from the Income Statement (Column C) of the State Controller's Office's (SCO) Annual Report of Financial Transactions of Community Redevelopment Agencies is indicated by italicized line numbers within parenthesis. Example: (SCO Line 7) Such references will appear at the end of applicable Schedule C line items comprising Expenditures and Other Uses.

Transfers-out to other internal funds: Report the specific use of any transferred funds on Schedule C Lines 4a. - 4k. For example, transfers from the Housing Fund to the Debt Service Fund for the repayment of debt should be reported on Line 4c. Any transfers out of the Agency (for example, the transfer of excess surplus funds to a county Housing Authority) should be reported on Line 4j(3).

Other uses: Non-GAAP (Generally Accepted Accounting Principles) recording of expenditures such as land purchases for certain agencies using the Land Held for Resale method to record land purchases should be reported on Schedule C, Line 4a(1). Money spent on loans from the Housing Fund should be included on Lines 4b., 4f., 4g., and 4h., as appropriate.

Note: *HCD does not represent that line items identifying any expenditures and other uses are allowed to be claimed by a particular redevelopment agency. Agencies are advised to consult the full text of any statute in question. All statutes which make up the Community Redevelopment Law are available on the Internet at <http://www.leginfo.ca.gov/>. Click on "California Law," then "Health and Safety Code." The statutes relating to CRL begin with Section 33000 of the Health and Safety Code.*

4. Expenditures and Other Uses**4a. Acquisition of Property/Building Sites**

Sections 33334.2(e)(1) and (e)(6) allow redevelopment agencies to acquire real property or building sites in the course of increasing, improving and preserving affordable housing stock. These sections require the identification of various expenses which correspond to referenced line items in the State Controller's Report, as follows:

- (1) Land Assets. Cost of land acquired by purchase. Note: Portion of *SCO Line 17* Income Statement includes costs of land and improvements (fixed assets). SCO Balance Sheet separates land (*Line 16*) and fixed assets (*Line 17*).
- (2) Housing Assets. Cost of buildings, structures, and/or improvements acquired by purchase. Note: Portion of SCO Income Statement (*Line 17*) includes costs of land and improvements (fixed assets). SCO Balance Sheet separates land (*Line 16*) and fixed assets (*Line 17*).
- (3) Acquisition Expense. Any expense, other than the purchase price, related to the acquisition of land, buildings, structures, and improvements. (*SCO Line 20*)

- (4) Operation of Acquired Property. Expenses directly related to the day-to-day operation of the acquired property. (*SCO Line 21*)
- (5) Relocation Costs. Costs related to the relocation of former owners or former tenants of the acquired property. (*SCO Line 22*)
- (6) Relocation Payments. Payments made directly to former owner or former tenants of the acquired property to facilitate their relocation. (*SCO Line 23*)
- (7) Site Clearance Costs. Costs incurred to clear an acquired property for development, without which the project planned for that property cannot proceed. Includes demolition of existing structures, leveling and grading, removal of timber and rocks. (*SCO Line 24*)
- (8) Disposal Costs. Costs of disposing of materials on the acquired property which, if left in place, would impede development. (*SCO Line 26*)
- (9) Other. Explain and identify amounts of any other acquisition costs not listed above.
- (10) Subtotal - Property Acquisition. Sum of Lines 4(a)(1) through 4(a)(9), above.

4b. Subsidies from Low and Moderate Income Housing Fund (LMIHF)

This section asks you to identify subsidies and other payments made to secure affordable housing in the current reporting period.

- (1) First Time Homebuyer Downpayment Assistance: payments made by programs offering downpayment assistance for purchase of single-family homes, or low downpayment mortgages combined with interest-only payments for the first year, with the loan payments structured to fully amortize within 4 – 8 years.
- (2) Rental Subsidies: subsidies for low-income tenants in the form of rent certificates paid directly to owners of housing units, or vouchers used in rental housing of the tenant's choosing.
- (3) Purchase of Affordability Covenants: Purchase of an agreement (covenant) to keep multi-family housing units affordable for a predetermined number of years. Such an agreement must be documented to protect the agency's investment.
- (4) Other: Any other subsidy or payment used to secure affordable housing in the current reporting period.
- (5) Subtotal - Subsidies from LMIHF: Sum of Lines 4(b)(1) through 4(b)(4).

4c. Debt Service

This section asks you to report on activities the redevelopment agency has engaged in regarding debt servicing, including payments made on bonds, loans, advances, other indebtedness, or finance/carrying charges [Section 33334.2(e)].

- (1) Debt Principal Payments: Payments made exclusively toward reducing the principal on a debt, including:
 - (a) Tax Allocation, Bonds & Notes: Payments made from a redevelopment agency's tax increment monies to service debt, or to pay off the principal on bonds or notes.

- (b) Revenue Bonds and Certificates of Participation: Payments made to finance revenue bonds issued for agency projects, or to finance certificates of participation.
- (c) City/County Advances & Loans: Repayment of advances to the redevelopment agency made by the municipal or county government in whose jurisdiction the agency is located, or outright loans to the agency.
- (d) U.S., State, and other Long-Term Debt: Payment of any debt to the federal government, including loans or taxes; any debt to the State of California, including loans or taxes; and any long-term debt, such as bonds or mortgages, not covered by Lines 1(a) through 1(c), above.
- (2) Interest Expense. Payments made against interest accruing on any obligation(s) incurred by the redevelopment agency (bonds, loans, notes, taxes, etc.) (*SCO Line 29*)
- (3) Debt Issuance Costs. Costs incurred by the redevelopment agency in the course of issuing a bond or other long-term obligation. (*SCO Line 31.1*)
- (4) Other. Explain and identify amounts.
- (5) Subtotal - Debt Service. Sum of Lines 4(c)(1)(a through d) through 4(c)(4).

4d. Planning and Administration

In this section, report planning and administration costs incurred by the redevelopment agency during the reporting period, including those for projects/developments in which the agency incurred such costs, but no final project materialized, or where such costs were incurred but the agency was not involved in the project's final approval.

- (1) Administration Costs. (*SCO Line 14*)
- (2) Professional Services. (not project based) (*SCO Line 15*)
- (3) Planning, Survey/Design. (not project based) (*SCO Line 16*)
- (4) Nonprofit Costs. These are costs that are incurred by a nonprofit corporation which are not directly attributable to a specific project.
[Section 33334.3(e)(1)(B)]
- (5) Other. Explain and identify amount.
- (6) Subtotal - Planning and Administration. Sum of Lines 4(d)(1) through 4(d)(5).

4e. On/Off-Site Improvements [Section 33334.2(e)(2)]

Improvements that are part of a program resulting in the construction or rehabilitation of affordable housing units or elimination of hazards jeopardizing the health and safety of affordable housing residents. Such improvements can be on-site or off-site. An example of eliminating a hazard could be the environmental clean-up of an adjoining property that benefits the affordable housing site. The improvements must be part of a construction program for affordable housing units for low- and moderate-income persons that are directly benefitted by the improvements, or the improvements must be needed to eliminate a specific condition jeopardizing health and safety of the residents.

4f. Housing Construction [Section 33334.3(e)(5)]

New single- or multi-family housing construction.

- 4g. Housing Rehabilitation** [Section 33334.2(e)(7)] (*SCO Line 27c*)
Expenditures on Rehabilitation/Repair of buildings or structures, including those addressing code violations.
- 4h. Maintenance of Mobilehome Parks** [Section 33334.2(e)(10)]
Covers repairs and maintenance to preserve a community's supply of mobilehomes.
- 4i. Preservation of At-Risk Units** [Section 33334.2(e)(11)]
Expenditures to ensure that affordable housing units at imminent risk of conversion to market-rate remain affordable, particularly those in housing developments. This can include Section 8 and other housing subsidized by public entities and can include expenditures to maintain/extend affordability covenants.
- 4j. Transfers Out of Agency.**
- (1) For Use Outside Community. [Section 33334.17] This provision sunsetted on December 31, 1999 and therefore was only in effect part of an agency's fiscal year. Redevelopment agencies could transfer up to 20% of the monies in the Low and Moderate Income Housing Fund (LMIHF) once every five years, to develop housing outside the territorial jurisdiction of the agency. Indicate what funds, if any, were used before December 31, 1999 for this purpose.
 - (2) For Transit Village Development Plan. [Section 33334.19] State law authorizes the establishment of transit villages (communities concentrating residential and mixed use properties in proximity to a public transit station). Section 33334.19 provides that redevelopment agencies are authorized to use LMIHF funds to increase, improve or preserve the supply of low and moderate income housing located within a transit village plan within its territorial limits but outside of a project area. This may include the making of mortgage or construction loans. Indicate what funds, if any, have been used for this purpose during the current reporting period.
 - (3) Excess Surplus. [Section 33334.12(a)(1)(A)] Excess surplus is any unexpended or unencumbered amount that exceeds the greater of either \$1,000,000 or the aggregate amount deposited in the LMIHF during the preceding four fiscal years. Indicate what excess surplus funds, if any, were transferred to the local housing authority.
 - (4) Other. (If your agency has made a transfer other than those listed above, cite the code section authorizing the transfer)
 - (5) Subtotal – Transfers Out of Agency: Sum of Lines 4(j)(1) through 4(j)(4).
- 4k. Other Expenditures and Uses** (Explain and identify any amounts that do not fall within the categories listed on 4(a) through 4(j), above.)
- (1) _____
 - (2) _____
 - (3) _____
 - (4) Subtotal – Other Expenditures and Uses. Sum of Lines 4(k)(1) through 4(k)(3).

- 4l. Total Expenditures and Other Uses.** Sum of Lines 4a. through 4k.
- 5. Net Resources Available.** Calculate by subtracting Total Expenditures and Other Uses (Line 4l) from Total Resources (Line 3f).
- 6. Other Housing Fund Assets**
- 6a. Value of Land Purchased with Housing Funds and Held for Development of Affordable Housing
For land purchased with LMIHF monies that is being held for affordable housing development, identify the market value of the land and also the value of improvements.
- 6b. Indebtedness from Deferrals of Tax Increment Set-Asides
(Also, see Line 5c., Schedule A)
The cumulative balance from deferring all or part of the minimum 20% set-aside required to be annually deposited into the LMIHF based on the authority of Section 33334.6(d). Deferrals must be repaid to the LMIHF and are treated as an indebtedness (asset) to the redevelopment agency.
- 6c. Loans Receivable for Housing Activities
List any amounts not previously disclosed which are owed to the redevelopment agency for loans to developers, etc. for any project or purpose inside or outside the project area.
- 6d. Residual Receipt Loans
List any amounts owed to the redevelopment agency based on loans made with flexible terms (periodic and fluctuating payments), or contingent upon the performance of a project or investment for which the loan was made.
- 6e. Education Revenue Augmentation Fund (ERAF) Loans Receivable
List the cumulative amount borrowed from the LMIHF to fulfill the redevelopment agency's obligation to contribute to ERAF, as imposed by Section 33681. This section allows an agency to borrow up to 50% of the LMIHF monies to meet this obligation, under specified conditions.
- 6f. Other Assets. Explain and identify the amounts.
- 6h. Total Other Housing Fund Assets. Sum of Lines 6(a) through Line 6(f).
- 7. Total Fund Equity.** Sum of Line 5 (Net Resources Available) plus Line 6g (Total Other Housing Fund Assets). This amount should be reconciled to the amount reported to the SCO (Line 39c). Any difference should be explained.

8. Excess Surplus.

Excess surplus is any unexpended or unencumbered amount that exceeds the greater of either (1) \$1,000,000 or (2) the aggregate amount deposited in the LMIHF during the preceding four fiscal years.

For purposes of excess surplus reporting, “encumber” means committing funds pursuant to a legally enforceable contract or agreement for expenditure for authorized redevelopment housing activities [Section 33334.12(g)(2)].

The unencumbered balance may be adjusted to account for any remaining revenue added from debt proceeds. The unencumbered balance may also be adjusted for the year in which land held for development was sold to account for the difference between the sales price of land for affordable housing and its fair market value. [Section 33334.12(g)(3)(A) and (B)].

- 8a. Report tax increment deposits, beginning adjusted balance, and applicable years’ excess surplus, surplus reductions, and remaining excess surplus using the chart provided following Line 8. The Adjusted Balance at the beginning of FY 99-20 is the amount reported last year on Line 8b(5) of last year’s Schedule C Form.

In the box inside the chart marked “FY 99-00 Amount Expended/Encumbered,” identify any amounts for each fiscal year listed that, as of the end of the reporting year, have been committed by a legally enforceable contract or otherwise formal agreement for expenditure against that year’s excess surplus.

Identify any remaining Excess Surplus for each fiscal year listed, as of the end of the reporting year.

- 8b. Reporting Year End Unencumbered Balance and Excess Surplus Determination:
Unencumbered Balance is any amount of funds not committed by contract or other formal agreement, although they may already be internally budgeted or designated by the agency to soon be encumbered for a specified purpose. Excess Surplus is defined at Line 8, above.

- (1) **Net Resources Available** (carry over the amount reported on Line 5)
- (2) **Total Encumbrances.** Identify what portion of the amount from Line 8b(1) was committed pursuant to a legally enforceable contract or agreement for expenditure, by the end of the reporting year. Also, refer to Schedule A, Line 10 to report the amount of encumbered funds, if any, that are attributable to an affordable housing project to be constructed within the next two years.
- (3) **Unencumbered Balance.** Net Resources Available [Line 8b(1)] minus Total Encumbrances [Line 8b(2)].
 - (a) Designated Amount of Line 8b(3). The amount of unencumbered funds (not committed by contract or other formal agreement) which the Agency has internally budgeted for an intended project use. Also, refer to Schedule A, Line 10 to report the amount of designated funds, if any, that are attributable to an affordable housing project to be constructed within the next two years.

- (b) Undesignated Amount of Line 8b(3). Any amount that is neither encumbered (committed by contract or other formal agreement), nor designated (internally budgeted by the agency) is available for expenditure.
- (4) **Adjustment of the Unencumbered Balance.** If the agency is eligible for an applicable adjustment, identify which of the below adjustments apply:
- (a) Debt Proceeds [Section 33334.12(g)(3)(B)]: Refers to proceeds from bonds or other indebtedness, if tax increment that otherwise was required to be deposited into the Housing Fund was used as security for the bonds or other indebtedness. Debt Proceeds includes all unspent debt proceeds and all related income that is deposited into the Housing Fund because the fund's tax increment secured the debt. Unspent debt proceeds should be adjusted and not counted in the determination of whether an excess surplus exists. If the agency can adjust for debt proceeds, subtract the available unspent portion of debt proceeds and income related thereto that remains in the Housing Fund from the Unencumbered Balance.
- (b) Land Sales [Section 33334.12(g)(3)(A)]: Any conveyance of land for less than its fair market value, if (1) the agency acquired the land with money from the LMIHF and (2) the conveyance will result in at least 49 percent of all units developed being affordable to lower income households for a period of 15 years for rental units or 10 years for owner-occupied units. If the requirements of this code section apply, subtract any deficit from the LMIHF for this purpose. Calculate the deficit as follows: Subtract the amount for which the agency sells, leases or grants the land from the fair market value of the land.
- (5) **Adjusted Balance.**
This is the Adjusted Balance as of 7/1/2000 used to calculate next year's excess surplus.

8c. Summarize the Agency's Excess Surplus Plan.

If you have reported Excess Surplus for the current reporting year, briefly summarize the agency's plan which is required to be adopted within six months. The plan shall conform to the guidelines laid out in Section 33334.10, for transferring, encumbering or expending the Excess Surplus:

- Adopt a plan for expenditure of all monies in the LMIHF within 5 years from the end of the current fiscal year;
- Include specific objectives re: the number and type of housing units to be assisted;
- Identify the entities involved in administering the plan;
- Identify alternative means of ensuring the affordability of the housing for the longest feasible time;
- Identify the income groups to be assisted;

- Include a schedule, by fiscal year, of the expenditure of the Excess Surplus;
 - Include a copy of the plan with the agency's annual report.
- 8d. If the plan described in 8c. has been adopted, provide the date of the plan adoption.

Miscellaneous Uses of Funds

9. If an amount is reported on Line 4e (On/Off-Site Improvements), report on the number of very low, low and moderate income households that directly benefitted from expenditures for such improvements. Improvements of this kind must result in new construction, rehabilitation, or the elimination of health and safety hazards. **NOTE:** If Line 4e of this form has been left blank, do not report any information here.
10. If the agency is holding land for future housing development (see Line 6a), summarize the acreage (round to tenths, do not report square footage), zoning, date of purchase, and the anticipated start date for the housing development. If the space provided on the form is not sufficient, attach a separate sheet of paper listing any additional sites not reported above.
11. If your agency has used the LMIHF to assist mortgagors in a homeownership mortgage revenue bond program, or home financing program described in Section 33334.13, this section requires your agency to provide the following information:
- (a) Has your agency used the authority related to definitions of income or family size adjustment factors provided in Section 33334.13(a)?
 - (b) Has the agency complied with Section 33334.13(b) requirements related to assistance for very low-income households equal to twice that provided for above moderate-income households?
12. Indicate whether the agency used non-LMIHF funds as matching funds for the Federal HOME or HOPE program during the reporting period?
- If yes, indicate the amount of non-LMIHF funds that were used for either HOME or HOPE program support.
13. Section 33080.4(a)(11) requires that the description of the agency's activities include the date and amount of all deposits and withdrawals of monies deposited to and withdrawn from the LMIHF during the reporting period. HCD only requires the agency to describe the applicable document/file, date, name/title of person etc. for HCD or any other interested person to contact to request information. Agencies are only required to make this information available upon request and should not submit any detail (pages of journal/ledger entries, etc.) with HCD schedules.

If the agency made any deposits to or withdrawals from the LMIHF, identify each document regarding the agency's deposits and withdrawals as follows:

If there is not sufficient space on the form to provide the information requested, attach a separate sheet of paper with the additional LMIHF transactions.

14. Use of Other Redevelopment Funds for Housing

Briefly describe the use of any non-LMIHF redevelopment funds (i.e. contributions from the 80% of the tax revenue that is not set aside for LMIHF) to construct, improve, assist, or preserve housing in the community.

Note: This information is evaluated in selecting a recipient for the HCD Director's Award for Housing Excellence.

15. Suggestions/Resource Needs

Feedback is solicited from redevelopment agencies in this section to generate suggestions for improved agency reporting in the future, and also to identify any training, information and/or other resources, etc. that would help agencies to more quickly and effectively use their housing or other funds to increase, improve and preserve affordable housing.

16. Project Achievement - Optional

Redevelopment agencies are asked to describe, on a voluntary basis, any housing project achievements during the reporting year which may serve as a learning tool. This information is necessary to be considered for the HCD Director's Award for Housing Excellence.

Projects are selected based on:

- Local affordable housing needs met
- Resources utilized
- Barriers overcome
- Project innovation and complexity

Guidelines

- Project achievement information should only be submitted for an affordable residential project completed within the reporting year, as evidenced by a Certificate of Occupancy.
- The project must not have been previously submitted as an achievement.

Schedule D's

The forms that make up Schedule Ds were designed to be specific to applicable projects and/or programs for completed units (based on residency or a Certificate of Occupancy prior to the end of the reporting year) inside and outside of project areas:

HCD – D1	General Project Information
HCD – D2	Replacement Housing Units
HCD – D3	Inclusionary Housing Units (Inside the Project Area)
HCD – D4	Inclusionary Housing Units (Outside the Project Area)
HCD – D5	Other Housing Units Assisted by Agency (With LMIHF)
HCD – D6	Other Housing Units Assisted by Agency (Without LMIHF)
HCD – D7	Other Housing Units Provided (Neither Assisted or Funded by Agency)

Various information common to two or more Schedule Ds is provided below.

Basic Information

- Complete Name of Agency. Specify whether city or county, if jurisdiction's name is similar to another jurisdiction.
- Name of the Redevelopment Project Area. If the project or development is outside the project area, list "Outside" followed by the name (not applicable to D3 or D4).
Housing Project (or program) Name. Note that Schedules D2-D6 are specific to affordable housing projects

Common Definitions Applicable to Schedule Ds

- Acquisition of Covenants: This refers to long-term (at least 30 yrs) affordability covenants on multifamily units. These covenants must restrict the cost of rent or purchase on units that are: (1) not presently affordable or (2) presently affordable but at a public hearing determined as unlikely to remain affordable. Agencies may purchase, acquire, or cause by regulation or agreement the purchase or other acquisition of such covenants in lieu of increasing the supply of new construction and/or substantially rehabilitated units to partially (up to 50%) satisfy a project area's inclusionary or production requirement.
- Acquisition Only: Purchase of buildings or structures to increase and improve the supply of affordable housing (preservation is separately defined).
- Affordable Housing Project: A project in which new or rehabilitated dwelling units were completed for residential use (based on a Certificate of Occupancy) during the reporting year that are affordable to persons with an income at or below the moderate income level.
- Affordable Income Levels Based on Area Median (adjusted by HCD for family size):
 - Very-low is less than 50% of median (50105)
 - Low is between 50% and 80% of median (50079.5)
 - Moderate is between 80% and 120% of median (50093)

- Affordable Rent Based on Area Median Income [50053(a)]:
 - Very-low (up to 30% of 50% of median)
 - Low (up to 30% of 60% of median)
 - Moderate (up to 30% of 110% of median)
- Agency Developed: HCD has interpreted agency developed as whenever the agency has participated in either the planning, initiation, financing, infrastructure, management, construction, land acquisition, or provision of other assistance pursuant to the development or rehabilitation of dwelling units.
- Elderly (50067): A Head of Household who is at least 60 years of age.
- Displaced Person/Household: Displacement occurs from being required to move away from real property or having to move personal property from real property as a result of receiving a written notice of rehabilitation, demolition, or other activity that requires displacement.
- Inclusionary Obligation: The Section 33413(b) requirement to produce a specified percentage of affordable dwelling units within a project area (also referred to as the “production” requirement. The requirement is 30% for applicable dwelling units developed by the Agency and 15% for dwelling units developed by other entities and/or persons. Notes: (1) The Inclusionary obligation is also referred to as the “Production” Obligation, and (2) HCD interprets the law as precluding claiming a “replacement” dwelling unit toward the inclusionary or production requirement.
- Ineligible: Occupants of units and bedrooms restricted by agreement or ordinance for occupancy by “eligible” elderly persons and families at or below the moderate income level who by the end of the reporting period have become “ineligible due to a change in circumstances.” A change in member status such as age, income, or number of occupants can cause an eligible person and/or household to become ineligible. Note: the “Ineligible” categories (next to “Total” categories) reflect the number of units (among total units) that are occupied by ineligible persons and/or households. Total units should equal the sum of very-low, low, and moderate income units.
- Production Obligation: refer to “Inclusionary” Obligation.
- Preservation: Extending affordability for the longest feasible time specifically to publicly assisted and/or subsidized affordable units (e.g. HUD Section 8) threatened with imminent conversion to market-rate.
- Preservation / Replacement: Extending affordability beyond the expiration of subsidies and use restrictions for units that are not threatened with imminent conversion to market-rate and replacing affordable rental units with comparable units in a another location subject to the restrictions of Section 33334.3(h).
- Rehabilitation: Necessary repairs and improvements to make a substandard residential structure meet State housing law standards and/or local code standards.
- Rental Replacement: Replacement of rental units in which affordability is restricted to a minimum of 15 years with comparable units in another location subject to the restrictions of Section 33334.3(f)(A).

- Replacement: HCD's interpretations and definitions are:
 - Replacement provisions apply to destroyed/removed units last housing moderate and below income persons and households, therefore all (100%) replacement units must be affordable to very low, low, and/or moderate-income households.
 - Replacement units are required within four (4) years of the temporary or permanent removal of dwelling units housing moderate and low income persons and households (however, relocation benefits apply to displaced households of any income level).
 - For an existing structure to be considered a replacement unit, the unit must have been determined as uninhabitable for residential purposes, based on local codes, and rehabilitated for residential purposes.
 - Replacement units must have an equal or greater number of bedrooms as the units they are replacing. Also, 75% of the units must be affordable to the same income level as the persons displaced.
 - Replacement units maintain the supply of affordable housing and should not be "double counted" by also claiming as "inclusionary" units because replacements do not increase the supply of affordable housing.
- Restricted Unit: Dwelling units are restricted when an agreement or ordinance restricts occupancy to elderly, low- and moderate-income households, and/or persons with allowable Special Needs.
- Subsidy: Financial assistance to reduce the housing cost of a moderate and low income occupant. Such assistance does not include the occupant benefitting from either an agency loan or abatement of taxes levied from any jurisdiction.
- Substantial Rehabilitation: Applicable to multifamily rental units (three or more units) or agency assisted single family units (one or two units):
 - Jan 1, 1994-Dec 31, 2000. These dates specify the temporary period in which agencies are to apply the definition of "substantial" toward the inclusionary or production requirement of Section 33413(b). Temporarily, for current reporting purposes, "substantial" means completed rehabilitation that has increased a dwelling's value at least 25%, inclusive of land. Value refers to market value which may be the assessed, appraised, or otherwise determined value of improved property. Therefore, any and all "substantial" rehabilitation is reported under this category which triggers the inclusionary or production requirement. Non substantial rehabilitation is reported under the next category as "Other" rehabilitation.
 - Calculation Methodologies:
 1. Before Rehabilitation Method

To calculate the amount of value that property to be rehabilitated must increase by in order to qualify for substantial rehabilitation, take the "before rehabilitation value" of the property (inclusive of land) and divide it by 75 percent (0.75). This will provide the minimum "after rehabilitation value" necessary to meet the definition of substantial rehabilitation.

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2. After Rehabilitation Method

To calculate whether the increase in value from rehabilitation meets the definition of “substantial” use one of the below approaches:

- A. Percent Comparison Approach. Step 1. Subtract value “before rehabilitation” from the “after rehabilitation” value. Step 2. Divide the result by the “after rehabilitation” value. Step 3. Compare the decimal (percent of increased value) to .25 (25%). If equal to or greater than .25 (25%), the rehabilitation qualifies as substantial.
- B. Value Comparison Approach. Step 1. Multiply the “before rehabilitation” value by 25 percent (.25). Step 2. Divide the result by 75 percent (.75). Step 3. Determine the value of the rehabilitation (exclusive of land) by subtracting the “before rehabilitation” value (inclusive of land) from “after rehabilitation” value (inclusive of land). Step 4. Compare the values from Steps 2 and 3. If the amount from Step 3 is equal to or greater than the amount from Step 2, the rehabilitation qualifies as substantial.

- Jan 1, 1976-Dec 31, 1993. These dates reflect the period in which only “rehabilitation” is referenced in the law. Until “substantial” was defined as a temporarily change, any and all rehabilitation triggered the inclusionary or production requirement of Section 33413(b) (note: this will become applicable again when the temporary definition of “substantial” expires.) Therefore, for current reporting purposes, any rehabilitation that does not meet the definition of “substantial” is to be reported under this category which does not trigger the inclusionary or production requirement of Section 33413(b).
- Total Units: Total Project Units (D1) is the sum of all units reported on any other Schedule D (D2-D7). Category Totals is the sum of very-low, low, and moderate amounts.

HCD – D1 General Project Information

HCD–D1 is the general information form to complete to report on Schedules D-2 through D-7 any project and/or program activity over the reporting year that impacts the agency’s responsibility to increase, preserve, and maintain the supply of affordable housing units.

In addition to completing basic information, identify:

- Project Address (City, Street, ZIP)
- Owner’s Name

Provide information on the size of the project.

Total Project Units. This total should comprise the total of all units that will be reported on all other Schedule Ds (D2 – D7 for units that are part of the same project and/or program)

- Number of Restricted Units. The number of restricted units under Schedule D-1 should comprise (1) the total number of agency-assisted restricted dwelling units constructed, rehabilitated, acquired, or subsidized at an affordable housing cost and (2) the total number of restricted dwelling units developed within the project area by public or private persons and entities other than the agency that are subject to the 15% inclusionary requirement of Section 33413(b)(2).
- Number of Unrestricted Units. The remaining subset of total project units after reporting the number of restricted units.
- Total Number of Project Bedrooms. This total should be the sum of the total of all bedrooms to be reported on Schedule D-2 in compliance with Section 33413(a) replacement housing requirements which requires agencies to ensure that replacement units have an equal or greater number of bedrooms compared to units destroyed or removed. Section 33413(a) requires 75 percent of replacement units be available to persons of the same income level as the persons displaced.
- Number of Restricted Bedrooms. These are the number of bedrooms of restricted units.
- Number of Unrestricted Bedrooms. The remaining subset of total project bedrooms after identifying the number of restricted bedrooms.

NOTE: If the project had NO agency assistance [neither financial (LMIHF or other) or nonfinancial (administrative)], do not complete any more of HCD D1. Only complete HCD–D7. If the preceding does not apply, proceed and complete the rest of HCD-D1.

Agency Assisted Projects (financially assisted and/or developed by agency or others). Identify whether this is a federally assisted multi-family rental project, as defined by Government Code Section 65863.10(a)2:

- New construction, substantial rehabilitation, moderate rehabilitation, property disposition, and loan management set-aside programs, or any other program providing project-based assistance, particularly Section 8 assistance;
- A project assisted by any of the following federal programs:
 - 1) The Below-Market-Interest-Rate Program under Section 221(d)(3) of the National Housing Act (12 U.S.C. Sec. 1715l(d)(3) and (5)).
 - 2) Section 236 of the National Housing Act (12 U.S.C. Sec. 1715z-1).
 - 3) Section 202 of the Housing Act of 1959 (12 U.S.C. Sec. 1701q)
 - 4) Programs for rent supplement assistance under Section 101 of the Housing and Urban Development Act of 1965 (12 U.S.C. Sec. 1701s.
 - 5) Programs under Section 515 of the Housing Act of 1949 (42 U.S.C. Sec. 1485)

List the number of units occupied by currently ineligible **households**. An ineligible household is one that was eligible upon occupancy, but as of the end of the reporting year is known to be currently ineligible based upon household income exceeding affordability requirements, and/or number of residents exceeding the limitation placed on the number of persons residing in the unit and in each bedroom.

Units Restricted for Special Needs

List the number of units restricted for any Special Needs. Special Needs include households comprised of members who are: disabled, elderly, farm workers, female heads of households, part of large families, and persons in need of transitional housing or emergency shelter.

NOTE: Restricted units cannot exceed the number of Total Project Units.

Multiple Special Needs Units

List the number of units that are serving one or more Special Needs.

NOTE: Since a single unit may serve more than one of the many Special Needs listed, the sum of all the units serving Special Needs may exceed the number of units restricted for Special Needs.

Check the box provided, if it is not known how many units are restricted to serving Special Needs persons.

Within the applicable chart, identify how many units have been restricted for each Special Needs category.

For the next section, enter the use restriction dates for the various types of housing listed (Replacement, Inclusionary (both inside and outside the project area), and Other Housing Units Provided (assisted with or without LMIHF). Use restriction dates refer to the length of time dwelling units must remain available at affordable housing cost to qualified persons and households based on restrictions specified by agreement or ordinance which can differ by the following housing type and/or funding program.

Covenants and Restrictions:

New and Substantially Rehabilitated Units:

- Replacement [33413(a)]: Not less than the period of the land use controls in the plan
- Inclusionary [33413(b)]: Not less than 30 years
- Other [33334.3]: (non-inclusionary): Rental (15 yrs) Owner-Occupied (10 yrs)

Mortgage Assistance:

Very Low and Lower Income Residential Homeowners [33334.13(c)]: At least 30 years

Report dates numerically (day/month/year) using two digits to identify the day and month and four digits to identify the year. Inception date refers to the day/month/year that begins the restriction and the termination date is the day/month/year that the restriction ends. (Note: if the restriction does not identify a termination date perhaps because the term “in perpetuity” is used, compare the ending date of the plan’s land use controls to other applicable dates such as for inclusionary or other housing units and list the longest date as the termination date).

Identify the amounts the Redevelopment Agency utilized for the project being in the current reporting period from the funding sources below:

- Redevelopment Funds
- Federal Funds
- State Funds
- Other Local Funds
- Private Funds
- Owner’s Equity
- Tax Credit Allocation Committee (TCAC)/Federal Award
- Tax Credit Allocation Committee (TCAC)/State Award
- Total Development/Purchase Cost (sum of all of the above)

Identify by a check mark all the forms below (HCD D2-D7) that will be filed with the HCD–D1 to identify all the units making up the total project:

- HCD-D2 Replacement Housing Units
- HCD-D3 Inclusionary Units (Inside the Project Area)
- HCD-D4 Inclusionary Units (Outside the Project Area)
- HCD-D5 Other Housing Units Assisted by Agency With LMIHF
- HCD-D6 Other Housing Units Assisted by Agency Without LMIHF
- HCD-D7 Other Housing Units (Neither Assisted or Funded by Agency)

SCHEDULES D2-D6

- Complete Basic information:
 - Agency Name
 - Project Area Name (or Outside)
 - Name of Housing Project

- Refer to common definitions applicable to Schedule D's (page 20) in reporting activity within correct categories.
- At the bottom of each Schedule D, check which other Schedule D's have been or will be completed. The totals of all activity for all Schedule D's should reconcile to Total Project Units reported on Schedule D1.

SCHEDULE D7

- Complete Basic information:
 - Agency Name
 - Project Area Name (or Outside)
 - Name of Housing Project
- Inside Project Area
 - Report any new construction and/or substantial rehabilitation activity that has not been reported on Schedules D2-D6 including private development of market-rate units as such activity triggers the inclusionary or production requirement applicable to activity inside project areas.
 - Building Permit data is necessary to track private (non agency assisted) development activity that triggers the inclusionary or production requirement.
- Outside Project Area
 - Do not report private market-rate activity. The agency is not required to report non-LMIHF activity or activity that was not assisted by the agency. However, agencies which choose to report non-LMIHF and private “affordable housing activity” outside the project area can do so.
 - Outside project area activity that is part of a project partially reported on other Schedule D's must be reported in order to reconcile with Total Project Units reported on Schedule D1.

SCHEDULE E

Schedule E is only applicable to new construction and/or substantial rehabilitation activity inside the Project Area that triggers the inclusionary or production requirement.

- Complete Basic information:
 - Agency Name
 - Project Area Name (or Outside)
 - Name of Housing Project
- Part I is agency developed activity and Part II is nonagency developed activity. For each part, separately summarize the new construction and substantial rehabilitation reported on Schedules D2-D7 that triggers the inclusionary or production requirement.



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